

# **BY-LAWS OF THE CITIZENS CABLE COMPLIANCE COMMITTEE**

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(Adopted \_\_\_\_\_, 2003)

Approved by City Council on \_\_\_\_\_, 2003

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## **ARTICLE I - NAME**

The name of this advisory board shall be the Citizens Cable Compliance Committee, hereafter referred to as "CCCC".

## **ARTICLE II - PURPOSE AND GOALS**

The purpose of the CCCC shall be to serve as an advisor to the City of Reno ("City")

1. To monitor franchise contract compliance by each community antenna television ("CATV") company and to report to the City Council on the status of compliance at least once per year;
2. To review reports filed by each CATV company;
3. To assist in performing rate regulation as provided under Federal and State laws;
4. If the Committee or a Committee member receives consumer complaints from the general public, to refer those complaints to City staff;
5. To review and advise the City Council regarding CATV company's complaint resolution process;
6. To review and advise the City Council regarding the City's complaint resolution process;
7. To make recommendations to the City Council about the performance of each CATV provider so that the best information is available to the City in case of a minor or major default, and when preparing for a renewal of franchise, permit, license, contract, certificate, or agreement;
8. To encourage the widest and most innovative development of CATV service to the public working with CATV providers, any public or private group, organization, or person; and,
9. To review and make recommendations to the City Council regarding CATV discounts for economically and socially disadvantaged citizens;

10. To perform such other tasks as the City Council might direct regarding CATV.

### **ARTICLE III - MEMBERSHIP**

Section 1: The CCCC shall consist of seven (7) voting members. The City Council shall first appoint five (5) members to serve a two-year term. The City Council shall also first appoint two members to serve a three-year term. Thereafter, all terms shall be for two (2) years.

Section 2: Members shall serve a two year term, which may be shortened or extended at the discretion of the Reno City Council, as applicable. Members may serve no more than three (3) two-year terms.

Section 3: Members desiring to resign shall submit in writing a resignation to the Chairperson of the CCCC, copied to the City Council, and City Clerk. The resignation shall be effective upon receipt by the Chairperson of the CCCC. Any vacancy on the CCCC shall be filled by appointment of the City Council. Appointments for vacancies for other than expiration of term shall be for the remainder of the term and shall be filled within 30 days of the vacancy.

Section 4: Members shall have one vote each to be cast during attendance at any general or special meeting.

Section 5: Members who change their address shall notify the Chairperson, Recording Secretary and the City Clerk in writing of such change.

### **ARTICLE IV - OFFICERS**

Section 1: The officers of the CCCC consist of a Chairperson, a Vice-Chairperson and a Recording Secretary.

Section 2: The members of the CCCC shall annually elect their officers from among its members in November. In the event of a resignation of any officer, the CCCC shall elect an officer from its members to fill such vacancy pending the annual election of officers.

Section 3: The Chairperson shall preside at all CCCC meetings; call special meetings under the by-laws, sign CCCC documents, and see that CCCC actions are properly taken.

Section 4: The Vice Chairperson shall assist the Chairperson in all of his/her duties and function and shall serve as the Chairperson in the absence of the elected Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members of the CCCC shall elect a temporary Vice-Chairperson to carry out the duties of the Chairperson.

Section 5: Secretarial duties, including the taking of the minutes, shall be provided by the Recording Secretary, or his designee.

#### **ARTICLE V - MEETINGS**

Section 1: Regular meetings of the CCCC shall comply with Chapter 241 of the Nevada Revised Statutes, commonly known as the Open Meeting Law.

Section 2: The CCCC shall establish a regular time and place for its meetings and assure compliance with the Open Meeting Law.

Section 3: There shall be at least one regular meeting per year.

Section 4: Special meetings may be called by the Chairperson and any two committee members at any time. A special meeting is held at a time different from a regular meeting and is convened to deal with important matters that may arise between regular meetings that require discussion or action. Special meetings must comply with the Open Meeting Law.

Section 5: Anyone may attend any regular or special meeting. At each meeting a time for public comment will be placed upon the agenda.

Section 6: Quorum: A quorum shall be four (4) members on the CCCC at the time of the meeting. Whenever a quorum shall attend any meeting of the CCCC, the concurrence of a majority of the committee present at such meeting shall be necessary to constitute an act of the CCCC.

Section 7: Teleconference attendance at meetings by members of the CCCC will be permitted without further approval when a member is unable to attend the meeting and desires to participate via the use of teleconferencing and/or video-conferencing. If more than one member requests use of teleconferencing for a particular meeting, it will require the approval of the Chairperson to do so. When teleconferencing is used, facilities will be utilized which permit the public to hear and/or observe all telephonic and/or video

conferencing.

Section 8: Notice of regular and special meetings will include the time, place and agenda, and will be posted in accordance with applicable Open Meeting Laws. In case of an emergency meeting, in accordance with Open Meeting Laws, notice will be as long as is reasonable under the circumstances, but no less than six hours prior to the meeting.

Section 9: The Chairperson, or his designee, shall prepare the agenda in conjunction with the CCCC. The Chairperson and Members of the CCCC may request topics be placed upon the agenda. Minutes shall be kept in accordance with the Open Meeting Law.

#### **ARTICLE VI - COMMITTEES**

Section 1: Committees shall be composed of members of the CCCC. If the CCCC determines (in compliance with the Open Meeting Law) that a committee should be created, the CCCC shall appoint the members of the committee. The Chairperson is the ex-officio member of all committees.

#### **ARTICLE VII - ADDRESSING THE CCCC**

Section 1: Every member desiring to speak shall address the Chairperson and, upon recognition by the presiding officer, shall confine himself or herself to the question under debate, avoiding all personalities and indecorous languages.

Section 2: A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order. If a member speaking is called to order, the member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.

Section 3: Any person wishing to address the CCCC shall first secure permission of the presiding officer to do so.

Section 4: Interested parties, or their authorized representatives, may address the CCCC by written communications in regards to matters under discussion. A copy of any written communications also shall be provided to the Chairperson.

Section 5: During the proper time on the agenda, members of the public may address the CCCC on any matter concerning the CCCC's business, or any matter over which the CCCC has control. Comments relating to a particular agenda item must be made when the item is heard by the CCCC. Other communications, comments or suggestions

from the public which are not related to an item included in the agenda elsewhere shall be heard by the CCCC under Public Comment.

Section 6: Oral presentations given during the Public Comment section of the agenda or for any agenda item shall not be repetitious and shall be confined to three minutes maximum duration, unless the Chairperson or a quorum of the CCCC grants additional time. No action shall be taken on issues raised under the Public Comment section of the agenda.

#### **ARTICLE VIII - USE OF STAFF**

Section 1: CCCC members will make all requests for staff time to the City Manager, or his designee, who is authorized to approve or disapprove such requests. The request for support services must reasonably be related in need and necessity to a matter or matters formally scheduled for agenda consideration.

#### **ARTICLE IX - DECORUM**

BY CCCC MEMBERS: While the CCCC is in session, the members must preserve order and decorum. A member shall not unreasonably, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the CCCC nor disturb any member while speaking nor refuse to obey the orders of the CCCC or its presiding officer, except as otherwise herein provided.

BY STAFF MEMBERS: Employees of the City shall observe the same rules of order and decorum as those which apply to CCCC members.

BY PERSONS: Each person who addresses the CCCC shall do so in an orderly manner and shall not make personal, impertinent, slanderous, or profane remarks to any member of the CCCC, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any CCCC meeting shall, at the discretion of the presiding officer or a majority of the CCCC, be barred from further audience before the CCCC during that meeting.

MEMBERS OF THE AUDIENCE: No person in the audience at a CCCC meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any CCCC meeting. Any person who conducts himself in the aforementioned manner shall, at the

discretion of the presiding officer or a majority of the CCCC, be barred from further audience before the CCCC during that meeting.

#### **ARTICLE X - CONFLICTS OF INTEREST**

Section 1: Conflict of interest, is governed by the Code of Ethical Standards set forth in NRS 281.481 et. seq., and Chapter 2.20 of the Reno Municipal Code, as applicable.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order (Newly Revised) 9th Edition, or its successor edition, will be used when applicable and when they are not inconsistent with these by-laws.

#### **ARTICLE XII - AMENDMENT OF BY-LAWS**

These by-laws may be amended at any regular meeting of the CCCC by a majority vote, provided that the amendment has been approved by the City Council and the District Board.